

# LESSON COORDINATOR

## Definition

Under direct supervision, supervises American Red Cross Learn-to-Swim program. Administers lifeguard staff training in-services in conjunction with Director and Pool Manager(s). This position also serves as a substitute Pool Manager and as a Lifeguard.

## General Responsibilities

- Develop lesson plans with lesson instructors.
- Supervises lesson instructors and the instruction being taught.
- Assist General Operations Supervisor and Pool Manager will coordination of lifeguard in-service training.
- Serves as a substitute Pool Manager when needed.
- Know emergency procedures and be able to demonstrate them.
- Exercise sound judgment in situations not covered by policies, procedures, and practices.
- Report specific problems or needs to supervisor or designated staff person.
- Makes sure records and reports are up to date, accurate and organized. Maintains attendance and skill accomplishment records for each participant.
- Maintain watch of participants and know their location at all times.
- Reviews conditions of pool water and informs supervisor if there is a problem, issue, or concern
- Inspects all safety equipment and materials.
- Other duties as determined by the General Operations Supervisor or Pool Manager.

## Qualifications

Current certification in CPR and First Aid. Red Cross WSI certification preferred. A good working knowledge of swimming techniques. Ability to demonstrate all skills required to teach participants both in and out of water. Age 15 or older. Ability to work with a diverse group of people. Ability to work with minimal supervision. Ability to adapt to a variety of working conditions. Ability to maintain control of area even when distracted by noise or activity.

## Physical and Environmental Characteristics

**Required Physical Activities:** Swimming, walking, balancing, climbing, standing, stooping, lifting, pulling, pushing, reaching, talking, feeling, hearing, finger dexterity, grasping.

**Physical Characteristics of Work:** Work involves sitting approximately 5% of the time, standing approximately 10% of the time, swimming/being in the water 65% of the time, standing and/or walking approximately 20% of the time. Requires the exertion of up to 25 pounds routinely, and exertion of up to 50 pounds occasionally, and exertion of more than 50 pounds infrequently to lift or otherwise move people or objects.

**Vision Requirements:** The minimum standard for use with those whose work deals largely the ability to complete reports, inspect pool equipment, read meters and gauges, see emergency signals, see across and through pool water at both near and far distances, read directions and use water test kits, identification and recognition of colors.

**Environmental Conditions:** Work is performed in a typical outside swimming pool environment. The worker may be exposed to deep water in a rescue situation, temperatures in excess of 100 degrees for more than one hour, chemical hazards, and possibly slippery walking surfaces.

## Immediate Supervisor

VMAC Director